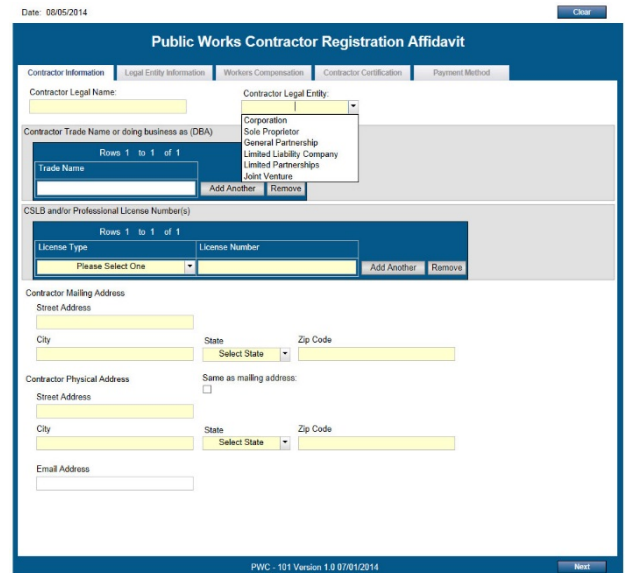


The Public Works Contractor Registration (PWCR) affidavit online form consists of the following form fields and can be reached by selecting the following link:

<https://efiling.dir.ca.gov/PWCR/ActionServlet?action=displayPWCRRegistrationForm>

Contractor Information Tab

1. **Contractor Legal Name***
2. **Contractor Legal Entity*** - based on your legal entity selection additional fields will be mandatory on the 'Legal Entity' tab
3. **Contractor Trade Name or DBA** – 'Add Another' and 'Remove' feature allows entry of multiple names
4. **CSLB and/or Professional License Number(s)** – 'Add Another' and 'Remove' feature entry of multiple licenses
 - License Type – Dropdown selection list
 - License Number
5. **Contractor Mailing Address***
6. **Same as mailing address** - Check box that if selected auto-fills mailing address inputs in Physical Address section
7. **Contractor Physical Address***
8. **Email Address**



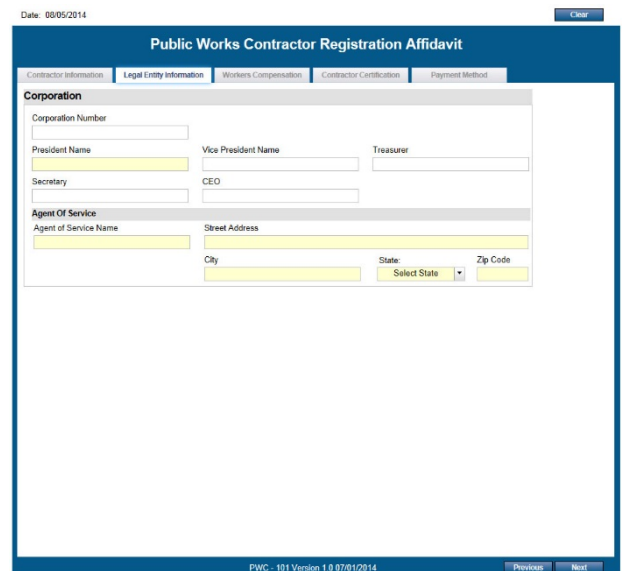
The screenshot shows the 'Contractor Information' tab of the 'Public Works Contractor Registration Affidavit' form. It includes fields for Contractor Legal Name, Contractor Legal Entity (with a dropdown menu), Contractor Trade Name or doing business as (DBA), and a table for CSLB and/or Professional License Numbers(s) with columns for License Type and License Number. There are also sections for Contractor Mailing Address and Contractor Physical Address, each with fields for Street Address, City, State, and Zip Code. A checkbox for 'Same as mailing address' is present. An Email Address field is at the bottom. The form is dated 08/05/2014 and has a version number PWC - 101 Version 1.0 07/01/2014.

Legal Entity Tab

Based on your selection on the 'Contractor Information' tab from the 'Legal Entity' list the appropriate legal entity form fields will be displayed.

Corporation legal entity form field(s)

1. **Corporation Number**
2. **President Name***
3. **Vice President Name**
4. **Treasurer Name**
5. **Secretary Name**
6. **CEO Name**
7. **Agent of Service*** - Enter the Agent of Service listed with the California Secretary of State
8. **Agent of Service Address***



The screenshot shows the 'Legal Entity' tab of the 'Public Works Contractor Registration Affidavit' form, specifically the 'Corporation' section. It includes fields for Corporation Number, President Name, Vice President Name, Treasurer, Secretary, and CEO. There is also a section for the Agent of Service, including fields for Agent of Service Name, Street Address, City, State, and Zip Code. The form is dated 08/05/2014 and has a version number PWC - 101 Version 1.0 07/01/2014.

* = Mandatory form fields.

Sole Proprietor legal entity form field(s)

1. **Sole Proprietor Name***

The screenshot shows the 'Sole Proprietor' section of the 'Public Works Contractor Registration Affidavit' form. It includes a 'Sole Proprietor Name' text field. The form is titled 'Public Works Contractor Registration Affidavit' and has tabs for 'Contractor Information', 'Legal Entity Information', 'Business Compensation', 'Contractor Certification', and 'Payment Method'. The 'Legal Entity Information' tab is selected. The date '09/05/2014' is shown at the top left, and 'PWC - 101 Version 1.0 07/01/2014' is at the bottom right.

General Partnership legal entity form field(s)

1. **Partner Name*** – 'Add Another' and 'Remove' feature entry of multiple names

The screenshot shows the 'General Partnership' section of the 'Public Works Contractor Registration Affidavit' form. It includes a 'Partner Name' text field with 'Add Another' and 'Remove' buttons. The form is titled 'Public Works Contractor Registration Affidavit' and has tabs for 'Contractor Information', 'Legal Entity Information', 'Business Compensation', 'Contractor Certification', and 'Payment Method'. The 'Legal Entity Information' tab is selected. The date '09/05/2014' is shown at the top left, and 'PWC - 101 Version 1.0 07/01/2014' is at the bottom right.

Limited Liability Company legal entity form field(s)

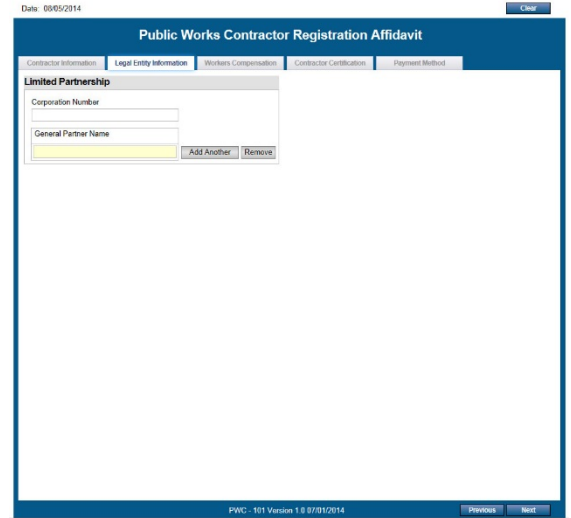
1. **Corporation Number**
2. **Member Name*** – 'Add Another' and 'Remove' feature allows entry of multiple names
3. **Agent of Service*** – Enter the Agent of Service listed with the California Secretary of State
4. **Agent of Service Address***

The screenshot shows the 'Limited Liability Company' section of the 'Public Works Contractor Registration Affidavit' form. It includes fields for 'Corporation Number', 'Member Name' (with 'Add Another' and 'Remove' buttons), 'Agent of Service' (with 'Agent of Service Name' and 'Street Address' fields), and 'Agent of Service Address' (with 'City', 'State' dropdown, and 'Zip Code' fields). The form is titled 'Public Works Contractor Registration Affidavit' and has tabs for 'Contractor Information', 'Legal Entity Information', 'Business Compensation', 'Contractor Certification', and 'Payment Method'. The 'Legal Entity Information' tab is selected. The date '09/05/2014' is shown at the top left, and 'PWC - 101 Version 1.0 07/01/2014' is at the bottom right.

* = Mandatory form fields.

Limited Partnership legal entity form field(s)

1. **Corporation Number**
2. **General Partner Name *** – ‘Add Another’ and ‘Remove’ feature allows entry of multiple names



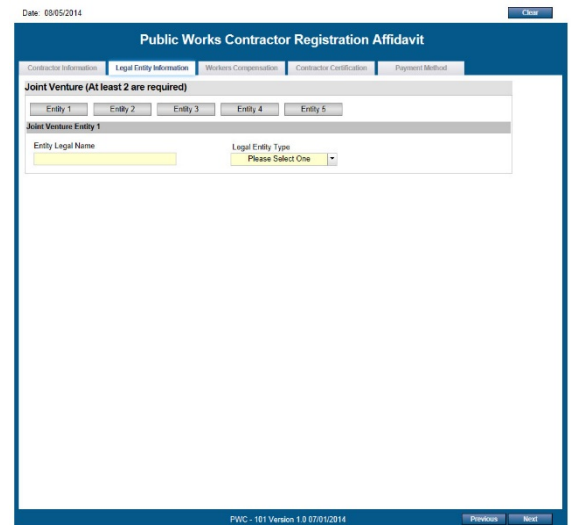
The screenshot shows the 'Limited Partnership' section of the affidavit. It includes fields for 'Corporation Number' and 'General Partner Name'. Below the 'General Partner Name' field are 'Add Another' and 'Remove' buttons. The form is titled 'Public Works Contractor Registration Affidavit' and has tabs for 'Contractor Information', 'Legal Entity Information', 'Workers Compensation', 'Contractor Certification', and 'Payment Method'. The date is 08/05/2014.

Joint Venture legal entity form field(s)

Joint ventures are comprised of multiple legal entities thus based on the legal entity type selected for the contractor's joint venture the form fields will duplicate those previously noted for: Corporation, Sole Proprietor, General Partnership, Limited Liability Company, and Limited Partnership.

At least two entities are mandatory for Joint Ventures

1. **Legal Entity Name***
2. **Legal Entity Types ***

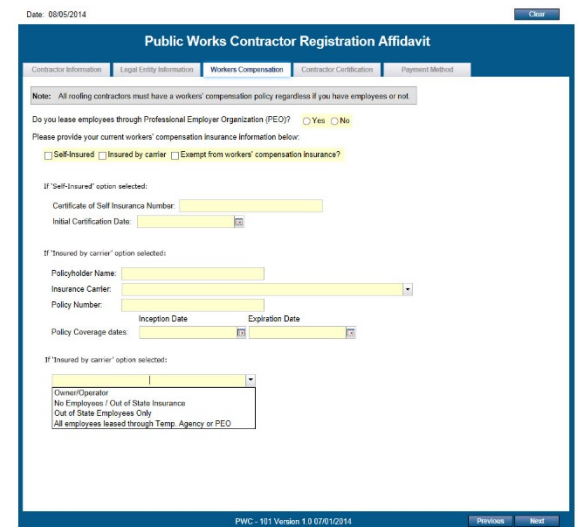


The screenshot shows the 'Joint Venture (At least 2 are required)' section. It has tabs for 'Entity 1' through 'Entity 5'. Below the tabs, there are fields for 'Entity Legal Name' and 'Legal Entity Type' with a dropdown menu. The form is titled 'Public Works Contractor Registration Affidavit' and has tabs for 'Contractor Information', 'Legal Entity Information', 'Workers Compensation', 'Contractor Certification', and 'Payment Method'. The date is 08/05/2014.

Workers Compensation Tab

1. **Do you lease employees through Professional Employer Organization (PEO)? ***
 2. **Workers Compensation Insurance selection options: ***
- At least one mandatory even if employees are leased from a PEO

- **Self-Insured**
 - **Certificate of Self-Insurance Number**
 - **Initial Certification Date**
- **Insured by Carrier**
 - **Policyholder Name must match Contractor Legal name.****
 - **Insurance Carrier**
 - **Policy Number**
 - **Inception/Expiration Date**
- **Exempt from workers' compensation insurance**
 - **Select reason from list**



The screenshot shows the 'Workers Compensation' section. It includes a note: 'All roofing contractors must have a workers' compensation policy regardless if you have employees or not.' Below this are questions about leasing employees through a PEO and selecting insurance options. The form is titled 'Public Works Contractor Registration Affidavit' and has tabs for 'Contractor Information', 'Legal Entity Information', 'Workers Compensation', 'Contractor Certification', and 'Payment Method'. The date is 08/05/2014.

* = Mandatory form fields. ** = If you are a sole proprietor, your contractor legal name is your full name.

Contractor Certification Tab

The contractor must respond 'Yes' or 'No' to the following contractor certification topics:

1. **Outstanding liabilities certification***
2. **Debarment from public works certification***
3. **Public works contractor registration lapse certification***
4. **License certification***
5. Penalty of perjury certification
 - **Online user name***
 - **Title/Position with company***
 - **Company Name* must match contractor legal name. If you are a sole proprietor, your contractor legal name is your full name.**

The screenshot shows the 'Contractor Certification' tab of the 'Public Works Contractor Registration Affidavit' form. It contains several certification questions with 'Yes' and 'No' radio button options. The questions are:

- I certify that I do not have any delinquent liability to an employee or the state for any assessment of back wages or related damages, interest, fines, or penalties pursuant to any final judgment, order, or determination by a court or any federal, state, or local administrative agency, including a confirmed arbitration award. (Note: Does not include any liabilities where the appeal period has not expired or any liabilities under appeal.)
- I certify that the contractor is not currently debarred under Section 1777.1 or under any other federal or state law providing for the debarment of contractors from public works.
- I certify that the above named contractor has not bid on any projects on or after March 1, 2015 or entered into a contract for public work as defined in Labor Code without being registered with the Division of Labor Standards Enforcement.
- I certify, where applicable, the contractor is licensed in accordance with Chapter 9 (commencing with Section 7900) of the Business and Professions Code (CSLB).

 Below these are fields for 'First Name Last Name', 'Title / Company Position', and 'Company Name', followed by a signature line and a date field (08/05/2014). The footer indicates 'PWC - 101 Version 1.0 07/01/2014'.

Payment Method Tab

The registration fee can be made via credit card, ACH, or Check thus the contractor must select the payment type for the PWCR registration fee of \$300.00

Payment type selection is mandatory*

1. **Credit Card/ACH**
2. **Check**

The screenshot shows the 'Payment Method' tab of the 'Public Works Contractor Registration Affidavit' form. It prompts the user to 'Choose Payment Method:' with radio button options for 'Credit Card / ACH' and 'CHECK'. Below this is the 'Public Works Contractor Registration Fee Refund Policy' section, which states that the fee is nonrefundable according to Labor code section 1725.5. A 'Submit' button is at the bottom. The footer indicates 'PWC - 101 Version 1.0 07/01/2014'.

The system will provide a number after you have submitted payment. This is the contractor registration number that you will use to submit bids. Please keep for future reference.

* = Mandatory form fields